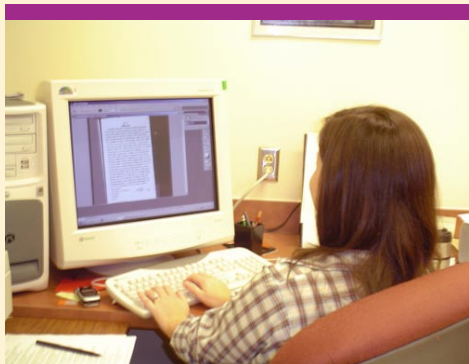


# on the Record, @Online

*News about South Carolina's state and local government records management  
from the South Carolina Department of Archives & History*

**Volume 6 ♦ Number 1 ♦ September, 2007**

**For publications and further information about our services to  
state and local governments, check our [WEB](#) page.**



## SC State Library Grant to Archives for Digitization

The [State Library](#) recently awarded a grant to the Archives for a digitization project. The \$42,858 grant is for two part-time assistants and equipment/software purchases. The State Library's funding for the project is from Library Services and Technical Assistance funds provided by the

[Institute of Museum and Library Services](#). To be digitized and added to the Archives' Online Records Index by September, 2008:

- ◆ South Carolina Will Transcripts, 1782-ca. 1855 (does not include Charleston District), 11,059 records; approximately 30,000 pages
- ◆ Military Dept. Adjutant and Inspector General, Militia Enrollments, 1869. 27 volumes; approximately 1,600 pages
- ◆ 1824 Tax Returns, approximately 10,000 pages

This is the first and pilot phase of a [larger proposal](#) to the SC State Library to fund the full population over the next five years of our web-accessible [Online Records Index](#) with approximately one million images of the actual indexed records.

## FY 2007 Archives Accessions Report

The Archives transferred from state agencies and local governments nearly five hundred cubic feet or more than a million pages of historical records for storage in the SC Archives and History Center during the past fiscal year. [This link](#) shows the list of records accessioned.

## New Online Agency Records Retention Schedule

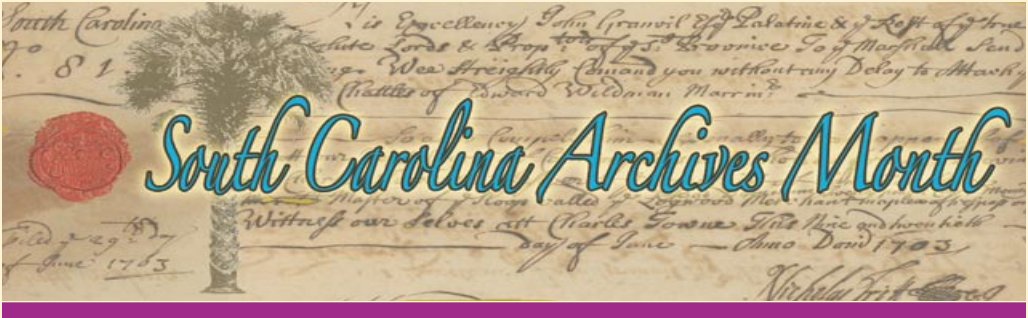
The South Carolina Medical Malpractice Patients' Compensation Fund (PCF) became the second state agency to approve a comprehensive record retention schedule under the new process established by the South Carolina Department of Archives and History (SCDAH). This new process involves SCDAH staff working with agency staff to conduct a functional analysis and develop a retention schedule for agency records in all formats, from paper to digital. The functional analysis examines agency functions to provide a basis for appraising the value of its records

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## Online Retention Schedule CONTINUED

to determine which records to retain permanently as archives and which ones can be legally destroyed after appropriate retention periods.

The PCF's approved functional analysis and retention schedule is being maintained on the SCDAH web site for reference and use. PCF joins the SC Department of Social Services, which was the first agency to approve a retention schedule under the new process. To view the schedules, follow [this link](#). We are working with the SC Judicial Department and the SC Education Lottery on similar efforts.



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## SC Archives Month

October is Archives Month across the nation and South Carolina is joining the movement. Click [here](#) to visit the SC Archives Month website to find out what is planned and how you may get involved. For further information, contact [Heather South](#).

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## SCPRA Annual Conference: Be Sure to Register

The South Carolina Public Records Association annual conference is scheduled for November 7-9 in Myrtle Beach. The conference theme is *Who's Shaping the Future: Records Management in Transition*.

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## State Plan for Historical Records, 2007-2012

In 2006 through early 2007, with the support of a grant from the [NHPRC](#), the funding branch of the National Archives, the [SC SHRAB](#) conducted an assessment of conditions and needs of South Carolina's documentary heritage. This included considerable information gathering – surveys, studies, focus groups, and other sources. For links to the information obtained, [click here](#). Hundreds of South Carolinians participated in this information gathering process, including many of you in state agencies and local governments.

The SC SHRAB identified three issues that need to be addressed over the next several years to improve the management and preservation of and public access to South Carolina's historical records. The Board developed strategies for each of the issues as part of its advisory and planning responsibilities. The strategies listed are for all those interested in the future of our historical records, not just for the SC SHRAB, though the Board does hope to play an active and supporting role wherever possible.

**Issue 1:** *Identification, Preservation, and Physical Accessibility of Non Digital/Electronic Collections*

**Issue 2:** *Digital Access & Management of Electronic Records*

**Issue 3:** *Advocacy and Collaboration*

## The Archives Is Preserving State Agency Website Content

A recent addition to our [electronic records program](#) is the ability to ensure the long-term preservation of and access to web-based archival information. During the course of our NHPRC-funded Electronic Records Program Development Project grant project, 2003-2006, in working with agencies to identify, appraise, and schedule their records, it was discovered that a substantial amount of archival material was being maintained exclusively on agency web sites, without any policies or procedures in place to ensure ongoing preservation and access. Information was often lost as it was replaced by more current material. Lacking the technical infrastructure and expertise at the Archives to preserve this material, we contacted other state archives that were using the services of the Archive-IT ([www.archive-it.org/](http://www.archive-it.org/)), a branch of the non-profit Internet Archive, Inc., to capture and provide access to their state agencies' web sites. Positive responses from these states led us to take up the offer of a free trial from that company. To date, snapshots of web sites from 45 state agencies have been captured. Storage of and access to these sites is provided by the Internet Archive from their site in San Francisco and a link is provided from the [SCDAH web site](#). We have contracted with Archive-IT in FY 2008 for state agency web-site preservation services and plan to expand coverage to all state agency websites and perform at least annual updates. For further information, contact [Bryan Collars](#).



## Digital Access Partnership Guidelines Issued



Many state archives and local governments are being approached by online content providers to enter into agreements to digitize historical records for access by their paying subscribers. While these arrangements ensure wider access to historical records that would otherwise be unavailable over the internet, they do raise concerns about technical specifications and access by the wider public. The [Council of State Archivists](#) (CoSA) recently issued guidance to government archivists who are negotiating contracts with nonprofit and for-profit entities interested in digitizing public records and making them available online. Click [here](#) for a copy. For further information, contact [Bryan Collars](#).

## Mark Your Calendar for NAGARA 2008

The National Association of Government Archives and Records Administrators will hold its annual conference in Atlanta, July 23-26, 2008. For further information, click [here](#).

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## News from the Wider World

“Report: Avoid Getting Caught in Web 2.0 Tangle” *Federal Computer Week*,  
June 28, 2007

From the National Association of State Chief Information Officers (NASCIO), two publications on Electronic Records Management and Digital Preservation:

*Background, Principles and Action for State CIOs*  
*Economic, Legal, and Organizational Issues*

Fervor over formats cools for now: Massachusetts says yes to at least two nonproprietary document formats, *Federal Computer Week*

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## A Final Word

We now are well into the new fiscal year, and the financial situation for state and local government is steadily improving. It is apparent from the recent SC [SHRAB state plan](#) and the Archives’ own [long-range plan](#) that more resources and ingenuity are needed to adequately address the many records challenges we face. This is echoed on the national level by a recent Council of State Archivists’ [task force report on local government archives](#). We all have our work cut out for us.

These are indeed interesting times for archivists and records managers. Though every age is a transitional one, we sometimes forget that and assume that a golden age existed in the past when everything was settled, or foolishly envision the future as a simple extension of today’s situation and concerns. Life is a lot messier, and the best we can do is our best. The really interesting times are yet to come, and we must move on together in dealing with the challenges one day at a time. I hope you find that our programs are helpful to you.

As always, if you have any comments or questions about the Archives’ programs, please feel free to contact me.

Roy H. Tryon, CA, CRM  
*State Archivist and Records Administrator*



## Links

### **State Library**

[www.statelibrary.sc.gov/federal-aid.html](http://www.statelibrary.sc.gov/federal-aid.html)

### **Institute of Museum and Library Services**

[www.imls.gov/](http://www.imls.gov/)

### **Expanding On-Line Access to SC records Grant Proposal**

<http://archives.sc.gov/20071stagrapp.htm>

### **Online Records Index**

[www.archivesindex.sc.gov](http://www.archivesindex.sc.gov)

### **FY2007 Archives Accessions Report**

[www.state.sc.us/scdah/0607rptannualgrps.pdf](http://www.state.sc.us/scdah/0607rptannualgrps.pdf)

### **Medical Malpractice Patients' Compensation Fund Retention Schedule**

[www.state.sc.us/scdah/newprocess.htm](http://www.state.sc.us/scdah/newprocess.htm)

### **South Carolina Archives' Month**

<http://scarchivesmonth.palmettohistory.org>

### **South Carolina Public Records Association Annual Conference**

<http://scpra.org/>

### **Electronic Records Program**

[www.state.sc.us/scdah/armer.htm](http://www.state.sc.us/scdah/armer.htm)

### **Archive-IT**

[www.archive-it.org/](http://www.archive-it.org/)

### **Archived State Agency Sites**

[www.state.sc.us/scdah/webagencylist.htm](http://www.state.sc.us/scdah/webagencylist.htm)

### **National Historical Publications and Records Commission**

[www.archives.gov/nhprc/](http://www.archives.gov/nhprc/)

### **SC SHRAB**

[www.state.sc.us/scdah/shrab/shrab1.htm](http://www.state.sc.us/scdah/shrab/shrab1.htm)

### **State Plan information Gathering**

[www.state.sc.us/scdah/shrab/2006plan/2006planpage.htm](http://www.state.sc.us/scdah/shrab/2006plan/2006planpage.htm)

### **State Plan Issue #1**

[www.state.sc.us/scdah/shrab/stateplan.htm#issue1](http://www.state.sc.us/scdah/shrab/stateplan.htm#issue1)

### **State Plan Issue #2**

[www.state.sc.us/scdah/shrab/stateplan.htm#issue2](http://www.state.sc.us/scdah/shrab/stateplan.htm#issue2)

### **State Plan Issue #3**

[www.state.sc.us/scdah/shrab/stateplan.htm#issue3](http://www.state.sc.us/scdah/shrab/stateplan.htm#issue3)

### **Council of State Archivists**

[www.statearchivists.org](http://www.statearchivists.org)

### **Contract negotiating Guidelines**

[www.statearchivists.org/issues/ocp/index.htm](http://www.statearchivists.org/issues/ocp/index.htm)

### **National Association of Government Archives and Records Administrators**

[www.nagara.org/displayconvention.cfm](http://www.nagara.org/displayconvention.cfm)



## More Links

### **Avoid Getting Caught in Web 2.0 Tangle**

[www.fcw.com/article103107-06-28-07-Web](http://www.fcw.com/article103107-06-28-07-Web)

### **Background, Principles, and Action for State CIOs**

[www.nascio.org/publications/documents/NASCIO-RecordsManagement.pdf](http://www.nascio.org/publications/documents/NASCIO-RecordsManagement.pdf)

### **Economic, Legal, and Organizational Issues**

[www.nascio.org/publications/documents/NASCIO-RecordsManagementPart2.pdf](http://www.nascio.org/publications/documents/NASCIO-RecordsManagementPart2.pdf)

### **Fervor over formats Cools for Now**

[www.fcw.com/article103208-07-16-07-Print](http://www.fcw.com/article103208-07-16-07-Print)

### **SC SHRAB State Plan**

[www.state.sc.us/scdah/shrab/stateplan.htm](http://www.state.sc.us/scdah/shrab/stateplan.htm)

### **Task force report on Local Government Archives**

[www.statearchivists.org/lga/index.htm](http://www.statearchivists.org/lga/index.htm)